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**COLUMBIA SCHOOL SYSTEM**  
**HORACE W. PORTER SCHOOL**  
**3 SCHOOL HOUSE ROAD P.O. BOX 166**  
**COLUMBIA, CONNECTICUT 06237**



March 18, 2017

Dear Porter Families, Students and Staff,

The Connecticut State Department of Education (CSDE) and the School Paraprofessional Advisory Council has established the Anne Marie Murphy Paraeducator of the Year Program to recognize the important role of the paraeducator in supporting student achievement.

The State program honors one paraeducator who has demonstrated exceptional skill and dedication of his/her job based from the nominations received from Superintendents and School Directors.

Horace W. Porter supports this program and the celebration of paraeducators who have earned the respect and admiration of teachers, students, administrators, colleagues, and parents through their diligent and caring work. Our current Horace W. Porter Paraeducator of the Year is Mrs. Pam Basile.

The recipient of Columbia's Paraeducator of the Year Award (POTY) must pass through a multi-step process before the title is conferred. First, members of the school community of parents, staff, and students receive an invitation to nominate a Porter paraeducator for the award.

All nominations will be reviewed; during the review process, the names of nominators are anonymous. Judges will use a point rubric to score each nomination. After the review is complete, the points awarded to each nominee will be tallied and our POTY will be determined.

The name of Porter's POTY will be announced at the start of the next school year. In addition, the POTY will be introduced to the Columbia community via the weekly newsletter and to the student body during the first Porter Pride Assembly. Additionally, Porter's POTY will become a potential candidate for the State POTY award. Nomination forms will be available on our website.

Thank you for taking the time to recognize the work of the paraeducators we have as part of our instructional team! Please make certain your typed (it can be an email) nomination is returned to me by **Friday, March 31, 2017**. If you have any questions, please do not hesitate to contact me at either 860-228-9493 x102 or [agwinnell@hwporter.org](mailto:agwinnell@hwporter.org).

Sincerely,

*Alyssa Gwinnell*

# Horace W. Porter School

## Paraeducator of the Year Nomination Form

Name of Nominator:

Name of Nominee:

A paraeducator is an employee who assists teachers and/or other paraeducators or therapists in the delivery of instructional and related services to students. The paraeducator works under the direct supervision of a teacher or other certified or licensed professional. The ultimate responsibility for the design, implementation and evaluation of instructional programs, including assessment of student progress, is a collaborative effort of certified and licensed staff.

**Only paraeducators who assist teachers in the delivery of instruction and related services to students are eligible for this award.**

**Please respond below to all that apply to the nominee.**

1. Please describe this candidate's work assisting and supporting teachers and/or therapists with instruction and activities. Activities may vary depending on the needs of the student, classroom, and staff.
2. How does this candidate help with the management of the student(s) and the classroom?
3. Discuss how this candidate engages a student/students in their work and in learning,
4. How does this candidate help meet the needs and goals of a student/students (academic, behavior and/or social)?
5. How is this candidate a part of the student/student's progress, assessment and achievement?
6. Describe how this candidate meets standards of professional and ethical conduct.

Additional comments: